

Capital Planning Committee Meeting Minutes November 9, 2016

In attendance were:

Steve Andrew*
Charles Foscett
Amy Fidalgo*
Diane Johnson
Anthony Lionetta
Mike Morse*
Sandy Pooler
Brian Rehrig
Barbara Thornton
Richard Viscay

* Denotes those not in attendance

Also in attendance: Timur Yontar, 58 Bates Road

- **Meeting Opened:** Charlie Foscett opened the meeting. Minutes of the October 27, 2016 meeting were reviewed and approved. Agenda and materials were provided to Committee Members. Charlie Foscett welcomed back Diane Johnson. He also noted that Superintendent Brodie's attendance, originally planned for this meeting, will occur on the 11/17 meeting.
- **Review of Rental Property Update:** A summary report prepared by Amy Fidalgo on the financial status of Town owned rental properties was distributed. Charlie Foscett highlighted that changes at the Gibbs School (conversion to Six Grade Academy and loss of rents) will negatively impact the Town / General Fund, but will not have direct impact on the Capital Plan. The Capital Plan will still need to continue carry the remaining debt, which sunset in 2021.

The Urban Renewal Fund (which includes Central School) will also be negatively impacted by a combination of proposed capital expenditures (Senior Center) and the loss revenue from State tenants. Replacement tenant(s) will pay lower rates (currently envisioned to be the Arlington Center for the Arts). Richard Viscay suggested that the rent numbers on the report table should be checked to make sure revenue is being properly recognized. The bottom line is that the Urban Renewal fund will not be able to support proposed capital improvements. Accordingly, there will be impacts to both the General Fund, as well as Capital Plan. This may affect the balance between cash and bonding amounts. Sandy Pooler will prepare a worksheet to assist the CPC in assessing the financial implications to the Capital Plan.

Richard Viscay noted that the Urban Renewal fund for the Symmes project (different urban renewal fund) has unassigned dollars in it. The Town Manager's office will look into this in that this fund is not intended to hold dollars.

- **Report on Facilities Requests:** Tony Lionetta reviewed the Subcommittee's interview with Ruthy Bennett. Written report provided. Highlighted comments are as follows:
 - **Van Balance:** Richard Viscay will check into the Van balance to confirm that it has been encumbered. (as a general comment, Richard noted that at the next meeting he will provide an updated balance report with invoice information on encumbered balances)
 - **Town Hall Renovations:** Ruthy Bennett expects another \$1 million of improvement will be required at Town Hall. She needs more time to breakdown and refresh the On-Site Insights report that was done many years ago. There was some CPC discussion about doing all the improvements as one project rather than the incremental approach we have been taking. The incremental approach is preferred given that the building needs to stay operational, while improvements take place. Sandy will check into apparent concerns over modernizing the rest rooms located in the front of the building.
 - **DPW Facility:** the Town needs to have internal discussions on what department will be take the lead on this project (DPW or Facilities) along with the PTBC.

The CPC voted to accept the recommendations of the Subcommittee subject to the limitations and final packaging of the Capital Budget.

- **Senior Center Meeting:** Tony Lionetta reported on a recent meeting by the project committee. Additional materials, provided at this meeting, were distributed to the CPC. These include a summary of public meetings held and a summary of suggestions/comments made by seniors on the proposed plan. At the meeting, it was again reaffirmed that the current location is the preferred location for the Senior Center. A key concern expressed by Tony Lionetta is the need for technical oversight either by the PTBC or an OPM. Sandy Pooler stated that he will get an update on this.
- **Report on DPW Requests:** Tony Lionetta reviewed the Subcommittee's interview with Mike Rademacher. Written report provided. Also distributed was a memo from DPW outlining the schedule for the proposed traffic signal upgrade program. Highlighted comments are as follows:
 - Rather than sweeping a prior unused **Headstone Cleaning** balance, it is preferred that it be kept (given that it comes out of the Perpetual fund) and the FY 18 Request deleted.
 - On **Mill Brook Bridge Replacement** there is a question, that if the Town does not get a State Grant, it is better to just do the full replacement now rather than spending funds on a repair and then doing the full replacement in the future. Also is was noted that if the previously approved \$250k is used for the short term repair that DPW would have to request the repurposing of the funds in that they were authorized for design. The Subcommittee will communicate this to Mike Rademacher for his consideration and response.
 - **Work Crane,** the CPC would like to see the cost analysis on purchase vs subcontracting for tree removals and other uses.

The CPC voted to accept the recommendations of the Subcommittee subject to the limitations and final packaging of the Capital Budget. Exceptions to the vote are Mill Brook Bridge and the Work Crane until additional information is provided by DPW.

- **Next Meeting:** November 17, 2016

Adjournment